
**SECTION 3 – FORM A
(SUBMIT WITH BID)
CONTRACTOR**

**COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815**

SECTION 3 BIDDER'S CERTIFICATION

Name of Company: City of San Diego

Address: 321 Broadway, San Diego, CA , 92154

Project Title: Main Street Sidewalk Project Number:

This is to certify that I have read and understand the Section 3 resident employment and Section 3 resident business utilization requirements that apply to the above-cited project, said requirements being known as the Section 3 clauses found in 24 CFR 135, and that neither the project, nor the company, are under any contractual restrictions or other disabilities which would prevent the company from complying with said requirements.

Signature of Company Officer: Jane Doe

Title of Officer: Project Manager

Date: 7/4/13

SECTION 3 – FORM B
(SUBMIT WITH BID)
CONTRACTOR

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 ESTIMATED WORKFORCE BREAKDOWN

To be completed by contractors during the bidding process

1. Contractor Name and Address: Al's Concrete 123 75 th Street San Diego, CA , 92154	2. County Contract No.:	3. Dollar Amount of Contract: \$350,000
	4. Contact Person: John Doe	5. Phone (include area code): 858-456-1234
	6. Reporting Period: July 1, 2012-June 30, 2013	7. Date Report Submitted: 7/4/13
8. Project Name: Main Street Sidewalk Project		9. HUD No. (HCD use):
10. Person Completing Form (if different from item 4 above):	11. Phone (if different from item 5 above):	12. Email: jdoe@alsconcrete.com

EMPLOYMENT AND TRAINING

Job Category	Total Estimated Positions Needed for Project	No. of Positions Occupied by Permanent Employees	Number of Positions Not Occupied	Number of Positions to be Filled with Section 3 Residents*
Professionals				
Technicians				
Office/Clerical				
Construction by Trade (List)				
Trade: concrete	6	5	1	6
Trade:				
Trade:				
Trade:				
Trade:				
Other (List)				

*Section 3 Resident: Public housing resident or resident of San Diego County (preferably, but not necessarily, of the immediate or extended area served by the HUD-funded project) who qualifies as a low-income person. HUD defines a low-income person as one whose household income does not exceed 80% of the median income for the region, with adjustments for family size.

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 ACTUAL WORKFORCE BREAKDOWN

To be completed by contractors at the completion of the reporting period (July 1 – June 30) or at the completion of the work, whichever comes first.

1. Contractor Name and Address: Al's Concrete 123 75 th Street San Diego, CA , 92154	2. County Contract No.: PO 54356	3. Dollar Amount of Contract: \$350,000
	4. Contact Person: John Doe	5. Phone (include area code): 858-456-1234
	6. Reporting Period: July 1, 2012-June 30, 2013	7. Date Report Submitted: 7/4/13
8. Program Code*: 9	9. Project Name: Main Street Sidewalk Project	10. HUD No. (HCD use):
11. Person Completing Form (if different from item 4 above):	12. Phone: (if different from item 5 above):	13. Email: jdoe@alsconcrete.com

Part I: EMPLOYMENT AND TRAINING (Include New Hires in Columns E & F)

A	B	C	D	E	F
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade: concrete	1	1	100%	100%	6
Trade:					
Trade:					
Trade:					
Trade:					
Other (List)					

*Program Codes
1 = Flexible Subsidy
2 = Section 202/811

3 = Public/Indian Housing
A = Development
B = Operation
C = Modernization

4 = Homeless Assistance
5 = HOME
6 = HOME State Administered
7 = CDBG – Entitlement

8 = CDBG - State Administered
9 = Other CD Programs
10 = Other Housing Program

SECTION 3: Actual Workforce Breakdown – Continued

Page 2 of 3

SECTION 3 – FORM CHCD Version of Form HUD-60002
CONTRACTOR/SUB-RECIPIENT**PART II: Contracts Awarded****1. Construction Contracts:**

A. Total dollar amount of all contracts awarded on the project	\$ 350,000
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 350,000
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	100 %
D. Total number of Section 3 businesses receiving contracts	1

(List Section 3 businesses and addresses)

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

(List Section 3 businesses and addresses)

PART III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

(Check all that apply.)

- ☐ Attempted to recruit low-income residents through local advertising media, signs prominently displayed at the project site, contacts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3-covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☒ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3-covered project is located.
- ☐ Other, describe below:

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low- income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

SECTION 3 – FORM D
CONTRACTOR

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 CERTIFICATION OF SECTION 3 BUSINESS

To be completed by contractor or subcontractor.

1. Contractor Name and Address: Al's Concrete 123 75 th Street San Diego, CA , 92154	2. Contractor License Number: 123456-213	3. County Contract Number: PO54356
	4. Dollar Amount of Contract: \$350,000	5. Reporting Period: July 1, 2012-June 30, 2013
	6. Project Name: Main Street Sidewalk Project	7. HUD No. (HCD use):
8.a. Contact Person: John Doe	8.b. Phone (include area code): 858-456-1234	8.c. Email: jdoe@alsconcrete.com
9. Person Completing Form (if different from item 8.a. above):	9.b. Phone (if different from item 8.b. above):	9.c. Email (if different from 8.c. above):

Type of Business:

☐
☒

Corporation
Sole Proprietorship

☐
☐

Partnership
Joint Venture

IS THE BUSINESS A SECTION 3 BUSINESS?

☒

YES

☐

NO

Qualifying Basis:

1. ☐ 51 percent owned by Section 3 resident*; or
2. ☒ Permanent, full-time employees include at least 30 percent Section 3 low-income residents; or
3. ☐ Written commitment to subcontract more than 25 percent of dollar award from San Diego County to business concerns who meet the above number 1 or 2 Section 3 qualifications.

I certify that the above named Business is a Section 3 Business and meets the requirements specified in Section 3 of the Housing and Urban Development Act of 1968.

John Doe

Signature

John Doe

Print Name

President

Title

7/4/13

Date

***Section 3 Resident:** Public housing resident or resident of San Diego County (preferably, but not necessarily, of the immediate or extended area served by the HUD-funded project) who qualifies as a low-income person. HUD defines a low-income person as one whose household income does not exceed 80% of the median income for the region, with adjustments for family size.

SECTION 3 – FORM E
CONTRACTOR

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 CERTIFICATION FOR SECTION 3 RESIDENT

To be completed by employees working on Section 3-covered project.

1. Contractor Name and Address: Al's Concrete 123 75 th Street San Diego, CA , 92154	2. Contractor License Number: 123456-213	3. County Contract Number: PO 54356
	4. Dollar Amount of Contract: \$350,000	5. Reporting Period: July 1, 2012-June 30, 2013
	6. Project Name: Main Street Sidewalk Project	7. HUD No. (HCD use):
8.a. Contact Person: John Doe	8.b. Phone (include area code): 858-456-1234	8.c. Email: jdoe@alsconcrete.com

This project received federal funds from the U.S. Department of Housing and Urban Development. Your cooperation in filling out this form is requested in order to determine whether you qualify as a Section 3 employee or owner of a Section 3 business. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and economic opportunities generated by HUD dollars are directed, when feasible, to lower income persons.

- | | |
|---|---|
| <p>1. What is your hire date (Month/ Day/ Year)?
(May be completed/verified by employer)</p> <p align="center">Nov. 13, 2012</p> | <p>3. Number of persons in your household?</p> <p align="center">4</p> |
| <p>2. Please circle the appropriate job category.
1 = Business Owner/ Professional
2 = Technicians
3 = Office/Clerical
4 = Construction ////concrete
(If construction, specify trade/ classification)</p> | <p>4. What is the total combined annual income of all members of your household?</p> <p align="center">40,000</p> |

Name (Print): James Smith

Address of Household: 1556 45th Street
San Diego, CA 92122

Telephone Number: 619-987-6543

Email Address:

James Smith 12/1/12
Employee's Signature Date

The information provided on this form may be subject to verification by responsible local and federal agencies. Please be aware there may be a penalty for falsifying information provided here.

SECTION 3 CHART—INCOME LIMITS

2013 HUD REGIONAL FAMILY MEDIAN INCOME LIMITS FOR SAN DIEGO COUNTY								
The following are lower income limits adjusted for family size.								
Low- Income	FAMILY SIZE							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
80% of Area Median Income	\$45,150	\$51,600	\$58,050	\$64,500	\$69,700	\$74,850	\$80,000	\$84,850

Note: HUD sets the income limits, which are updated annually. Contact HCD for the most current income limits or visit www.huduser.org/portal/datasets/il.html.

SECTION 3 – FORM F
SUB-RECIPIENT

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 CONTRACTOR SUMMARY REPORT

To be completed by the sub-recipient at the end of the reporting period (July 1 to June 30) or at the end of the project, whichever comes first. Complete the form if the sub-recipient received at least \$200,000 total in covered funds (i.e., CDBG, HOME, HOPWA, etc.).

1. Sub-recipient Name and Address:	2. County Contract No.:	3. Dollar Amount of County Contract:
XYZ Development Company 321 Broadway San Diego, CA 92154	PO 542706	\$350,000
	4. Funding Source (i.e., CDBG):	5. Date Report Submitted:
	CDBG	7/4/13
	6. Contact Person:	7. Phone (include area code):
	Jane Doe	858-123-4567
8. Reporting Period:	9. Project Name:	10. HUD No. (HCD use):
July 1, 2012-June 30, 2013	Main Street Sidewalk Project	
11. Person Completing Form (if different from 6 above):	12. Phone (if different from 7 above):	13. Email:

SUMMARY OF CONTRACTOR/SUBCONTRACTORS

Prime Contractor/ Subcontractor Name	Contracting Period	Contract Dollar Amount	Is contract dollar amount at least \$100,000? (Yes/ No) If Yes, Section 3 Report Required.	Section 3 Report Attached? (Yes/ No)	Section 3 Report Previously Submitted (Date)
Al's Concrete	August 2012 – March 2013	\$350,000	Yes	Yes	
TOTAL:		\$350,000			

COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
3989 RUFFIN ROAD
SAN DIEGO, CA 92123-1815

SECTION 3 PROJECT SUMMARY REPORT

To be completed by the sub-recipient at the end of the reporting period (July 1 – June 30) or at the end of the project, whichever comes first. Complete the form if the sub-recipient received at least \$200,000 total in covered funds (i.e., CDBG, HOME, HOPWA, etc.).

1. Sub-recipient Name and Address:	2. County Contract No.:	3. Dollar Amount of Contract:
XYZ Development Company 321 Broadway San Diego, CA 92154	PO 542706	\$350,000
	4. Contact Person:	5. Phone (include area code):
	Jane Doe	858-123-4567
	6. Reporting Period:	7. Date Report Submitted:
	July 1, 2012-June 30, 2013	7/4/13
8. Program Code*:	9. Project Name:	10. HUD No. (HCD use):
9	Main Street Sidewalk Project	
11. Person Completing Form (if different from item 4 above):	12. Phone (if different from item 5 above):	13. Email:

Part I: EMPLOYMENT AND TRAINING (Include New Hires in Columns E & F)

A	B	C	D	E	F
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade: concrete	1	1	100%	100%	6
Trade:					
Trade:					
Trade:					
Trade:					
Other (List)					

*Program Codes
1 = Flexible Subsidy
2 = Section 202/811

3 = Public/Indian Housing
A = Development
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4 = Homeless Assistance
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SECTION 3: Actual Workforce Breakdown—Continued**SECTION 3 – FORM G**
HCD Version of Form HUD-60002
SUB-RECIPIENT

Page 2 of 3

PART II: Contracts Awarded**1. Construction Contracts:**

- | | |
|---|------------|
| A. Total dollar amount of all contracts awarded on the project | \$ 350,000 |
| B. Total dollar amount of contracts awarded to Section 3 businesses | \$ 350,000 |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses | 100 % |
| D. Total number of Section 3 businesses receiving contracts | 1 |
- (List Section 3 businesses and addresses)

2. Non-Construction Contracts:

- | | |
|--|----|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity | \$ |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses | \$ |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses | % |
| D. Total number of Section 3 businesses receiving non-construction contracts | |
- (List Section 3 businesses and addresses)

PART III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Check all that apply.)

- ☐ Attempted to recruit low-income residents through local advertising media, signs prominently displayed at the project site, contacts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3-covered program or project is located, or similar methods.
- ☐ Participated in a HUD program, or other program, which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program, or other program, which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☒ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3-covered project is located.
- ☐ Other; describe below:

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing a community development assistance programs are directed toward low- and very low- income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.